

**WATERTOWN
COMMUNITY
PRESERVATION
COMMITTEE**



Application Manual

RECREATION

COMMUNITY HOUSING

OPEN SPACE

HISTORIC PRESERVATION

watertown-ma.gov/cpc

Introduction

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Welcome to the Watertown Community Preservation Act (CPA) funding process. We look forward to receiving your CPA project proposal and providing assistance each step of the way.

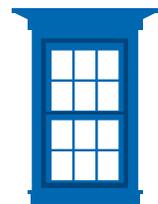
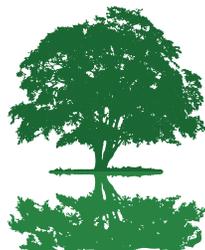
This manual contains information about the annual application cycle, step-by-step instructions, and forms that applicants will need to submit to request CPA funds. The Community Preservation Committee (CPC) will consider funding requests annually through a two-phase application process:

- 1** The **Project Eligibility Form** i.e., Does your project qualify for CPA funding?
- 2** The **CPA Funding Application** detailing the project scope: project description, the community preservation needs and priorities the project will serve, budget costs, project management, project timeline, ongoing maintenance, and other essential information.

If you have questions or need advice, please contact Lanae Handy, the Community Preservation (CP) Coordinator at lhandy@watertown-ma.gov. For additional information please visit our website at watertown-ma.gov/CPC.

All CPC meetings are public. Please sign up for Notify Me on the Town website to be informed about on-going CPC meetings, notifications, and deadline updates. watertown-ma.gov/list.aspx.

The Community Preservation Coalition website also provides a wide range of technical information, project examples, financial information, and news about CPA projects across Massachusetts at communitypreservation.org.



FY2021 Application Timeline

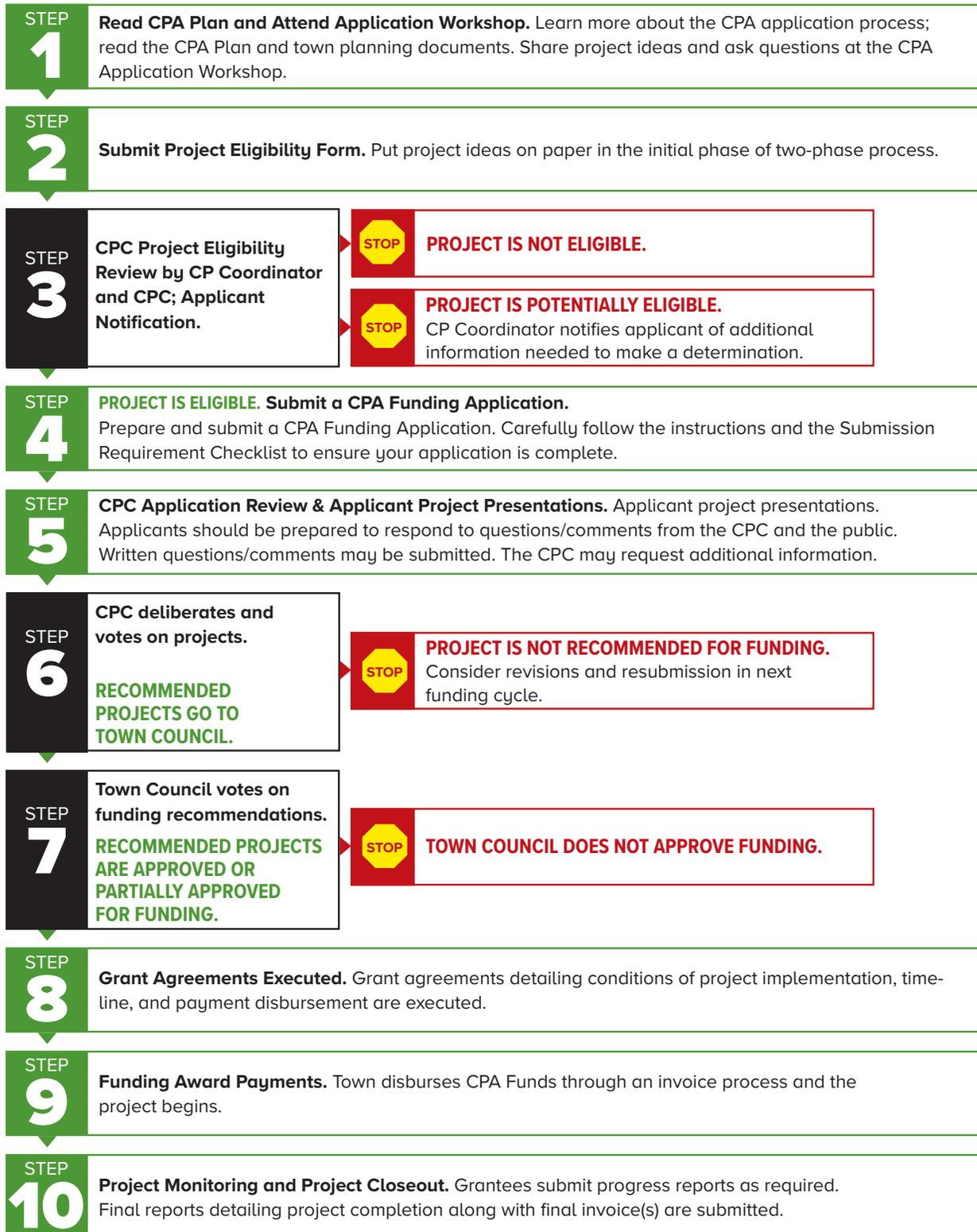
STEP	TIMELINE
1 Read CPA Plan and Attend Application Workshop	<i>August – September</i>
2 Project Eligibility Form Due	<i>October</i>
3 CPC Project Eligibility Review and Notification	<i>October</i>
4 CPA Funding Application Due	<i>December</i>
5 CPC Application Review and Applicant Project Presentations	<i>January – March</i>
6 CPC Deliberates and Votes on Funding Recommendations	<i>March – April</i>
7 Town Council Votes on Funding Recommendations	<i>April – May</i>
8 Award Letters and Grant Agreements Executed	<i>May – June</i>
9 Funding Award Payments Commence	<i>June – July</i>
10 Project Monitoring and Project Closeout	<i>Ongoing</i>

(Please note: all dates indicated in the manual are tentative, and subject to change based on the evolving COVID-19 situation and its impact on the scheduling of public meetings.)

OFF-CYCLE TIME-SENSITIVE APPLICATIONS

Under extraordinary circumstances, the CPC may consider applications outside the annual application cycle. To be considered as an off-cycle application, projects must be “high priority” and driven by an external deadline such as a real estate transaction or a matching grant opportunity. Applicants will be required to document why the project is time-sensitive and deserving of out-of-cycle consideration. The CPC will strive to accommodate time-sensitive requests to the best of its ability but cannot guarantee acceptance of an application out of cycle, an expedited process, or approval of funding.

CPA Process At-A-Glance



Application Process

STEP
1

Read Community Preservation Plan (CP Plan) and Attend Application Workshop

Please read the entire CP Plan. Then review the Application Manual. Be sure to pay particular attention to the Allowable Spending Purposes Matrix, page 7, the Decision Guidelines, page 8, and the Criteria for Specific Categories, page 9. To answer questions about project eligibility and the application process, the CPC will hold an annual application workshop in August and/or September.

For further information, the Community Preservation Coalition website is an excellent resource. Eligibility requirements, technical assistance articles, and completed examples of CPA projects across Massachusetts can be found at: communitypreservation.org.

Consider viewing Town documents relevant to your project such as the Comprehensive Plan 2015, the Open Space and Recreation Plan 2015, and the Watertown Housing Plan.

Note: The CPC does not initiate, implement or manage projects. The CPC's role is limited to reviewing applications and recommending funding allocations to the Town Council for consideration. It is the responsibility of the applicant and other relevant project entities to initiate and oversee projects funded through CPA.

STEP
2

Complete and Submit Project Eligibility Form

As the initial phase of a two-phase application process, applicants must submit a Project Eligibility Form. This allows the CPC to provide initial feedback and guidance on whether the proposed project meets basic CPA requirements before the applicant prepares the CPA Funding Application. Project Eligibility Forms are accepted on a rolling basis and due in October.

STEP
3

CPC Eligibility Review and Notification

The CP Coordinator and CPC will review Project Eligibility Forms submitted and the CP Coordinator will contact applicants with one of three determinations:

- **Project is eligible** — Applicant can move forward to Phase 2, submitting the CPA Funding Application. This is not a final determination of eligibility and does not guarantee that the project will be recommended for funding.
- **Project is potentially eligible** but requires more information — In some cases, the CPC may decide that additional information is needed in order to determine the project's eligibility. The CP Coordinator will notify applicants of any additional information required.
- **Project is not eligible** — The project does not meet the necessary requirements and regulations for CPA funding; thus, the applicant cannot move forward with their application. The CP Coordinator and the CPC may offer suggestions as to how to better align the project with eligibility requirements.

STEP
4

Submit a CPA Funding Application

The CPA Funding Application, phase 2, requires detailed information. The Submission Requirements Checklist helps to ensure that your application is complete, including all required attachments. Applicants may only submit the CPA Funding Application after receiving notice of project eligibility. Gathering the required information can be time-consuming; so applicants should plan accordingly to meet the December deadline.

STEP
5

CPC Application Review & Applicant Project Presentations

The CP Coordinator will review project applications for completeness and may request additional information from the applicant prior to the public presentation meeting. Additionally, applications will be posted online to allow for public review and comment. As appropriate, the CPC may also schedule a site visit. The applicant or an agent of the applicant must be present if the site visit is on privately-owned property without public access.

The CPC will hold a public presentation and feedback meeting where applicants will briefly discuss their proposed project. All key individuals involved in the project are encouraged to be present at the meeting. Applicants should be prepared to answer questions from the CPC as well as the public.

At any time in this process the CP Coordinator or CPC may request additional information.

STEP
6

CPC Deliberates and Votes on Funding Recommendations

At a subsequent meeting(s), the CPC will deliberate on the project applications based upon the Decision Guidelines found on page 8 and community input. The CPC will come to a collective decision and vote on funding recommendations to the Town Council.

The CPC may:

- a. **Recommend funding** for the project at the amount requested in the application (possibly with one or more conditions);
- b. **Recommend a lower amount of funding** for the project (possibly with one or more conditions); or
- c. **Choose not to recommend funding** for the project.

A reasonable explanation for any decision to reject or lower funding requests will be provided. The CPC may also choose to recommend that a proposed project be broken into phases and recommend funding of one phase at a time. Later phases may be considered for funding upon receipt of a new application in a subsequent funding round.

STEP
7

Town Council Votes on Funding Recommendations

The CPC will submit funding recommendations to the Town Council. At a Town Council meeting, the Council will consider the recommended CPA funding appropriations.

By state law, Town Council may only:

- a. **Approve CPA funding** at the full amount recommended by the CPC;
- b. **Approve CPA funding at a lower amount** than recommended by the CPC; or
- c. **Reject CPA funding** for a project recommended by the CPC.

The Town Council cannot approve CPA funding for projects that do not receive a CPC recommendation or recommend funding at a higher amount than recommended by the CPC.

Note: In accordance with the Watertown Home Rule Charter, if one or more members of the Town Council object to taking up a vote on any recommendation, the vote will be postponed until the next scheduled Town Council meeting.

STEP
8

Award Letters and Grant Agreements Executed

The CP Coordinator will distribute award letters and grant agreements to grantees. The grant agreement is with the Town, not the CPC. Grantees must return their signed award letter and grant agreement before accessing the CPA funds.

Project managers are required to complete and submit Project Report forms to the CP Coordinator at agreed upon project milestones and may be asked to provide additional information at the discretion of the CP Coordinator and/or the CPC.

If there are any significant changes proposed to the scope of work, timeline, or budget, the project manager must contact the CP Coordinator immediately. The applicant must request and receive CPC written approval before implementing any changes.

STEP
9

Funding Award Payments

The Town distributes CPA funds through an invoice system administered by the CP Coordinator. The award letter and grant agreement details the conditions and schedule of payments. For all direct labor costs, invoices should first be submitted to and reviewed by the project manager prior to submitting invoices to the CP Coordinator.

For all other project expenses, the project manager should submit an invoice to the CP Coordinator, outlining the specific expenses undertaken in that timeframe and associated with key project milestones. All invoices must include:

- Grantee name and contact information
- Remit address
- Invoice date and number
- Invoice amount (in dollars and as a percentage of the total grant amount)
- Amount previously disbursed (in dollars and as a percentage of the total grant amount)
- Short description of items covered by current disbursement request, update on progress related to milestones.

The CP Coordinator will forward approved invoices to the Town Auditor for processing. The CPC may hold the final 10 percent disbursement of the award until the project is completed as stipulated in the grant agreement. For recordkeeping, the project manager should retain copies of all invoices.

STEP
10

Project Monitoring & Project Closeout

The CP Coordinator will monitor the progress and compliance of the project. Utilizing the Project Report form, the project manager will detail the work accomplished to date as outlined in the grant agreement.

The project manager must submit written notification and documentation of the project's completion, the final invoice(s), and the Project Closeout form. The CPC and CP coordinator will conduct a site visit before a project will be considered complete and final payment disbursed.

Watertown Community Preservation Program — Allowable Spending Purposes

Project Eligibility & Terms ¹	Open Space	Recreation	Community Housing	Historic Preservation
For further information go to: watertown-ma.gov/CPC	Land to protect: • existing and future well fields • aquifers and recharge areas • watershed land • agricultural land • grasslands • fields • forest land • fresh and salt marshes and other wetlands • ocean, river, stream, lake and pond frontage • beaches, dunes, and other coastal lands • lands to protect scenic vistas • land for wildlife or nature preserve • land for recreational use	Land for active or passive recreational use including but not limited to: • community gardens • trails • noncommercial youth and adult sports • use as a park, playground, or athletic field. <i>Shall not include horse or dog racing, artificial turf, or the use of land for a stadium, gymnasium, or similar structure.</i>	Housing for low- and moderate-income individuals and families, including low- or moderate-income seniors age 60+. • Moderate Income is less than 100% of US HUD Area Wide Median (AMI). • Low Income is less than 80% of AMI.	Buildings, structures, vessels, real property, documents, or artifacts listed on the State Register of Historic Places or determined by the Historic Commission to be significant in the history, archeology, architecture, or culture of Watertown.
ACQUIRE <i>Obtain by gift, purchase, devise, grant, rental, purchase, lease or otherwise.²</i>	YES	YES	YES	YES
CREATE <i>To bring into being or cause to exist.³</i>	YES	YES	YES	NO
PRESERVE <i>Protection of personal or real property from injury, harm, or destruction.</i>	YES	YES	YES	YES
REHABILITATE/ RESTORE <i>Capital improvements, or the making of extraordinary repairs for the purpose of making [a resource] functional for its intended use including but not limited to improvements to comply with ADA, MAAB, and other federal, state, local regulations, or access codes or federal standards for historic properties.</i>	YES If acquired or created using CPA funds	YES	YES If acquired or created using CPA funds	YES
SUPPORT <i>Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to an entity that owns, operates, or manages such housing for the purpose of making housing affordable.</i>	NO	NO	YES	NO

¹This chart is adapted from versions created by the Department of Revenue and the Community Preservation Coalition: <https://communitypreservation.org/allowable-uses>

²Specifications for eminent domain can be found in MGL c.44B §.5(e)

³Seideman vs. City of Newton, 452 Mass. 472 (2008)

Decision Guidelines

DECISION GUIDELINES USED BY THE CPC

All Proposals Must Be:

- Complete
- Eligible for funding under the Community Preservation Act
- Feasible within a reasonable timeframe
- In compliance with legal, zoning, and other applicable Town board or committee requirements
- Provide a community benefit
- “Stand alone” and not commit the CPC to future initiatives

GUIDING PRINCIPLES

1. The CPC will prioritize projects that are collectively consistent with the community’s needs and values:

- a. Are publicly visible, accessible, and generate broad benefits for our community.
- b. Incorporate sustainable environmental design and practices for the long-term maintenance of the resource.
- c. Demonstrate consideration and support from Watertown boards, commissions, departments, community groups, and/or a range of public voices.
- d. Are generally supported by identified needs, goals, and priorities in current town-wide planning documents and further the goals in the Community Preservation Plan.
- e. Incorporate universal design principles and comply with the ADA and MAAB accessibility regulations*.

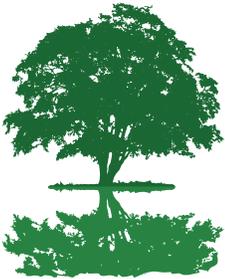
2. The CPC will prioritize projects that use CPA funding strategically:

- a. Leverage the value of CPA capital through additional public or private funds, in-kind contributions, labor, materials, or other cost-saving measures.
- b. Address long-standing or urgent needs, or exceptional time-sensitive opportunities in the community.
- c. Demonstrate feasibility regarding project management and team expertise, a reasonable and informed project budget, a realistic project timeline with milestones, a long-term maintenance plan, and budget for the resource.
- d. Address two or more of the CPA focus areas (i.e., blended projects).
- e. Serve as catalysts for transformative change to enhance the aesthetics, connectivity, and quality of life in the community.

**ADA – Americans with Disabilities Act; MAAB – Massachusetts Architectural Access Board*

Review Criteria for Specific Categories

OPEN SPACE GOALS



- Expand, preserve, and restore existing open space throughout the community for improved benefit and use, particularly along current and future trails and paths, the Charles River, conservation land, and ponds.
- Capitalize on opportunities to acquire and create new public open spaces through purchase, restoration and green conversion.
- Increase and improve access to and connectivity between current and future open space.
- Preserve or restore wild and natural areas, native species, and wildlife habitats.
- Support climate resiliency and protect neighborhoods by expanding natural resources to mitigate the impact of flooding and climate change.

OUTDOOR RECREATION GOALS



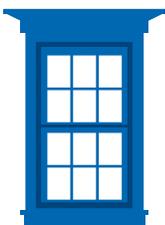
- Improve connectivity, access, safety, and function of recreational resources throughout the community that serve residents of all ages, interests, and needs.
- Create and expand bike and pedestrian paths to connect neighborhoods with recreational and community resources.
- Create more community gardens, pocket parks, outdoor gathering spaces, playing fields, and other unique recreation areas.
- Upgrade parks to promote accessibility and construct creative play spaces.
- Create recreational opportunities along the Charles River.

COMMUNITY HOUSING GOALS



- Support economic and demographic diversity by funding the creation of community housing based on documented community needs.
- Preserve long-term affordability of existing income-restricted housing units.
- Support housing initiatives that include a local preference policy, under limits of the law and regulations set by the Department of Housing and Community Development (DHCD).
- Support the creation of community housing units through adaptive reuse of historic buildings, churches, and other buildings, as well as creative infill development.
- Support programs that provide direct housing assistance for low and moderate-income community households.

HISTORIC PRESERVATION GOALS



- Preserve and rehabilitate Town-owned historic resources, including buildings, landscapes, monuments, documents, and artifacts.
- Support the preservation of privately-owned historic resources that demonstrate appropriate public benefit as required under the law.
- Acquire and preserve underutilized, threatened, or abandoned privately-owned historic resources.
- Enhance public access to historic resources.

If an open space project, was the property acquired or created with CPA funds? Yes No

If a community housing project, was the property acquired or created with CPA funds? Yes No

For historic properties, is the resource: *(Check all that apply and check designation at MHC-Macris.net.)*

deemed significant by the Watertown Historic Commission? in a local historic district?

listed on the State Registry of Historic Places? listed on the National Historic Register?

Have you reviewed Watertown's Community Preservation Plan and Application Manual? Yes No

Have you attended a Watertown CPA application workshop? Yes No

Have you identified a project manager? If so, please provide the name, and company contact information as applicable.

▲ CONTACT NAME

▲ COMPANY

PROJECT SUMMARY

Please provide a brief description of the project, including how it meets CPA Allowable Spending Purposes.

PUBLIC BENEFIT

What community need and CPA goal(s) does this project address?

STATUS

What level of planning has already been undertaken to inform the project?

Please attach any items that will aid in the review of eligibility such as photos, plans, or reports.

Is the project on Town-owned property? Yes No

If yes, please attach the signed Town of Watertown Co-Applicant Consent Form.

Co-Applicant Consent Form

Community members often have ideas for improving buildings or spaces they do not own. Projects involving Town-owned property will require coordination with the relevant town department(s) to ensure:

- Their assistance and approval as a co-applicant;
- That the project supports Town needs and priorities; and
- Compliance with state procurement and prevailing wage laws, which apply to all CPA projects.

This signed form should accompany your Project Eligibility form submission. Please communicate with Lanae Handy, CP Coordinator early on to ensure that your project is feasible and be referred to the appropriate Town department(s) and staff.

▲ PROJECT NAME

▲ PROJECT SPONSOR

If the Project Sponsor is not a Watertown Department, the project requires a co-applicant be designated by the Director of Community Development and Planning:

▲ SIGNATURE OF PROJECT SPONSOR	▲ DATE
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▲ STEVE MAGOON DIRECTOR OF COMMUNITY DEVELOPMENT & PLANNING ASSISTANT TOWN MANAGER	▲ DATE
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COMMENTS

CPA Funding Application

Applications are due by the deadline posted on the Watertown Community Preservation Committee website watertown-ma.gov/CPC.

After receiving notification of project eligibility, applicants must complete the CPA Funding application online, complete and upload the CPA Application Budget, and upload any other required attachments.

If your project involves municipal property, state procurement laws apply. Please go to technical assistance information and review the article, *Do the State's Procurement Laws Apply to CPA Projects?* regarding public procurement laws at communitypreservation.org/procurement

Is your application complete? Use the Submission Requirements Checklist to ensure all required materials are included in your application. Incomplete applications may be delayed or denied funding. The checklist on page 18.

PROJECT INFORMATION

▲ PROJECT NAME

▲ PROJECT LOCATION (PROVIDE EXACT ADDRESS)

▲ PROJECT ACREAGE

▲ LEGAL PROPERTY OWNER OF RECORD

▲ PROJECT DESCRIPTION (ONE SENTENCE)

Project Eligibility: Check at least one of the boxes below. See CPA Allowable Spending Purposes on page 7.

	Open Space	Outdoor Recreation	Community Housing	Historic Preservation	
Acquire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Estimated Start Date / /
Create	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Estimated Completion Date / /
Preserve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	CPA Funding Request \$
Rehabilitate/ Restore*	If acquired or created with CPA Funds <input type="radio"/>	<input type="radio"/>	If acquired or created with CPA Funds <input type="radio"/>	<input type="radio"/>	Non-CPA Funding \$
Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	TOTAL Budget for Project \$

APPLICANT INFORMATION

▲ APPLICANT NAME

TOWN DEPARTMENT TOWN COMMISSION/COMMITTEE. NON-PROFIT PRIVATE GROUP OR INDIVIDUAL

▲ ORGANIZATION

▲ CO-APPLICANT NAME

TOWN DEPARTMENT TOWN COMMISSION/COMMITTEE. NON-PROFIT PRIVATE GROUP OR INDIVIDUAL

▲ ORGANIZATION

▲ PRIMARY CONTACT PERSON

▲ MAILING ADDRESS

▲ PHONE NUMBER

▲ EMAIL ADDRESS

▲ PROJECT MANAGER

▲ MAILING ADDRESS

▲ PHONE NUMBER

▲ EMAIL ADDRESS

PROJECT NARRATIVE

Describe the project and how you plan to accomplish it. ▼

How does this project meet the general priorities and specific funding category goals outlined in the CP Plan? ▼

Why is this project needed and what are the public benefits? Who will be served by this project—e.g. particular demographic population or town district? ▼

Have you sought input or support from any boards, commissions, committees, community groups, or individuals?
If so, please provide details▼

How does this project incorporate universal design and comply with accessibility regulations (ADA/MAAB)? ▼

How does this project incorporate environmental sustainability? ▼

PROJECT MANAGEMENT

Describe the qualifications and experience of key project professionals: project manager, design professionals, and other key consultants participating to successfully complete the project. ▼

Describe the roles, responsibilities, and time allocation of team members involved in the project. For example: who will manage the finances, who will oversee the project scope, and who will maintain the resource after project completion? ▼

PROJECT SCHEDULE

Outline the project timeline, including the milestones and key steps necessary to successfully complete the project. (Note: CPA funding disbursements and project reporting may correspond to these milestones.) ▼

FEASIBILITY

Detail your process for obtaining required permits, variances, environmental assessments, deed restrictions, or other legal assurances in a timely fashion. Are there any known or potential barriers/impediments to project implementation? ▼

Will this project be phased and require funding over multiple years? If so, please provide a timeline and anticipated funding requirements. Understand that there is no guarantee that funding will be available for multiple years. ▼

How would denial of CPA funding or a partial funding award affect the viability of your project? ▼

Is your project going to require ongoing maintenance? If yes, outline the plan and budget, identify the source of funding, and who will be responsible for ongoing oversight. The CPC cannot fund the maintenance costs for any CPA projects. ▼

APPLICATION ATTACHMENTS

Attach all of the documents listed in the Submission Requirements Checklist applicable to this application.

I (we) certify that all information provided in this submission is true and correct to the best of my (our) knowledge and that no information which might reasonably affect funding has been excluded. I (we) authorize the Community Preservation Committee and/or the Town of Watertown to obtain verification from any source provided.

CHECK HERE TO CERTIFY

▲ NAME

CPA APPLICATION BUDGET

▲ PROJECT NAME

▲ PROJECT APPLICANT

Project Budget Summary

TOTAL PROJECT COST	CPA FUNDS REQUESTED	OTHER FUNDING (NON-CPA FUNDS)	OTHER FUNDS % OF TOTAL PROJECT COST
\$	\$	\$	%

Status of Non-CPA Funding

Please include documentation of funding with this application.

SOURCE	APPLICATION DATE	AMOUNT	TYPE (CASH, IN-KIND)	STATUS OF FUNDING				
				PROPOSAL TO BE SUBMITTED	PENDING	REQUEST DENIED	COMMITMENT RECEIVED	FUNDS ON HAND

Project Budget

Please include an itemized budget at a level of detail commensurate with the project complexity.

CATEGORY	ITEM	CPA FUNDS REQUESTED	OTHER FUNDS	HOW COST WAS ESTIMATED (E.G. PROFESSIONAL QUOTE)*	TOTAL
Professional Fees					
Construction					
Equipment					
Labor					
Materials					
Supplies					
Other (explain)					

*Note: Please remember to review state procurement laws regarding applicabilty to your project.

Maintenance Budget

Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$

Submission Requirements Checklist

FINANCIAL

- CPA Application Budget
- Check MA procurement and prevailing wage laws as applied to project costs and estimates.
- Evidence of secured funding (commitment letters, award letters or bank statements); if providing bank statements please redact identifying information such as account numbers
- 501(c)(3) IRS letter, if operating as a non-profit
- Certificate of good-standing from the Secretary of the Commonwealth, if operating as corporation, LLP, or LLC
- Most recent fiscal year profit and loss statement and IRS Form 990, if operating as a federally tax-exempt non-profit
- If a non-profit group without federal tax-exempt status, attach a commitment from a federally tax-exempt group that would serve as fiscal agent for this project.

VISUAL

- Map of project showing all features pertinent to project
- Land survey or certified plot plan as required
- Photos of site

OWNERSHIP

- Documentation of site control or written consent if applicant is not the property owner
- Signed Purchase and Sale Agreement or copy of current recorded deed, if applicable

COMMUNITY SUPPORT

- Letters of support from residents; community groups; town boards, commissions, departments; State or Federal officials or departments (Include no more than 3 letters from individuals, there is no limit on the number of signatures per letter)

HISTORIC PRESERVATION PROJECTS

- Documentation that project is listed on National Register of Historic Places, State Register of Historic Places or written determination of historic significance from Watertown Historic Preservation Commission
- Statement ensuring and explaining how the project will comply with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties. See MGL c.44B §.2 [nps.gov/subjects/historicpreservation/standards.htm](https://www.nps.gov/subjects/historicpreservation/standards.htm)
- Photos documenting historic resource condition, as appropriate
- Report or assessment of current condition by a qualified professional

CONSTRUCTION PROJECTS

- All necessary documentation to demonstrate compliance with all relevant building codes, zoning, accessibility requirements, and all other applicable laws and regulations
- Renderings, site plans, floor plans, elevations, engineering plans, designs, bidding plans, or specifications
- Natural resource limitations (wetland, flood plain, etc.); environmental assessments
- Feasibility studies
- Resumes and references of project architect, contractors, and consultants

PROJECTS INVOLVING ACQUISITION OF REAL PROPERTY OR PROPERTY INTERESTS

- Documentation of encumbrances (e.g. mortgages, liens, deed restrictions), if applicable. If a deed restriction is required, the applicant is responsible for obtaining the restriction and covering all costs.
- Documentation of mortgage or lien on the property
- If the project will require a deed restriction, consent of applicable lien holder(s)

Project Report

▲ REPORT NUMBER | ▲ OUT OF | ▲ DATE OF SUBMISSION

▲ PROJECT NAME

▲ PROJECT APPLICANT

▲ PROJECT MANAGER

▲ EMAIL | ▲ TELEPHONE NUMBER

\$ | %
▲ CPA AWARD AMOUNT | ▲ PERCENTAGE RECEIVED TO DATE

Is your project on schedule? Yes No

If not, please explain: ▼

Describe the work accomplished since the last report, indicating how the project has met this milestone. Please attach at least 3 photos, and/or other documents as applicable to support the work to date. ▼

Have there been any challenges/setbacks that will affect your project's timeline? Yes No

If yes, please explain: ▼

I, _____ (grantee) certify that all information provided in this report to the Watertown Community Preservation Committee is accurate and complete under all stipulations of the grant agreement executed on _____.

▲ SIGNATURE | ▲ DATE

Project Closeout

▲ DATE OF SUBMISSION _____ | ▲ DATE OF LAST REPORT _____

▲ PROJECT NAME _____

▲ PROJECT APPLICANT _____

▲ PROJECT MANAGER _____

▲ TELEPHONE _____ | ▲ EMAIL _____

\$ _____
▲ CPA AWARD AMOUNT

\$ _____
▲ CPA AWARD AMOUNT DISBURSED

PROJECT OUTCOMES

HOUSING	AREA MEDIAN INCOME LIMITS	# OF UNITS CREATED	# OF UNITS SUPPORTED
AFFORDABILITY	<input type="radio"/> <50%	_____	_____
	<input type="radio"/> <65%	_____	_____
	<input type="radio"/> <80%	_____	_____
	<input type="radio"/> 80 – 100%	_____	_____

Does this housing have a target population? If so, which group(s)? _____

	OPEN SPACE	RECREATION	HOUSING
NUMBER OF ACRES ACQUIRED FOR	_____	_____	_____

A permanent restriction has been recorded on the property for:

- Open Space Conservation
 Community Housing
 Agricultural Preservation
 Outdoor Recreation Conservation
 Historic Preservation

Please attach a copy of the restriction.

Restriction:

▲ ENTITY HOLDING RESTRICTION _____

▲ DATE RECORDED _____

▲ BOOK/PAGE _____

PHOTO AND DOCUMENTATION ATTACHMENTS:

- High quality digital photos (300 pixels per inch) to illustrate before and after conditions of the resource or property;
- Copies of other relevant documents, e.g. property deed or title (acquisition projects), reports from specialists who performed work on the project;
- News media articles pertaining to the project and a photo of permanent CPA signage;
- Final invoice(s);
- Maintenance plan, operation budget, funding source, and coordinator contact information.

PROJECT WRAP UP

Describe the positive outcomes of your project, both expected and unexpected. ▼

Were there any challenges or obstacles you faced when implementing the project. Were there any major changes to the scope, outcomes, or timeline? ▼

What advice would you give to future applicants? ▼

What feedback would you give the CPC to improve the application workshop, the application process, the award disbursement, and the monitoring process? ▼

I, _____ (grantee) certify that all information provided to Watertown Community Preservation Committee is accurate and complete; and the identified project is complete under all stipulations of the grant agreement executed on _____.

SIGNATURE ▲ | _____
DATE ▲